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**CHAMPAIGN COUNTY BOARD FOR CARE AND TREATMENT  
OF PERSONS WITH A DEVELOPMENTAL DISABILITY  
(CCDDB)  
BOARD MEETING**

*Minutes –May 23, 2012*

*Brookens Administrative Center  
1776 E. Washington St.  
Urbana, IL  
Meeting Room 1 (Lyle Shields Room)*

*8:00 a.m.*

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**MEMBERS PRESENT:** Joyce Dill, Elaine Palencia, Mike Smith

**STAFF PRESENT:** Peter Tracy, Lynn Canfield, Nancy Crawford, Mark Driscoll,  
Stephanie Howard-Gallo

**OTHERS PRESENT:** Dale Morrissey, Vicki Tolf, Jennifer Carlson, Mandi Isaac,  
Annette Becherer, Felicia Gooler, Laura Bennett, Danielle  
Matthews, Ron Bribiesco, Developmental Services Center (DSC);  
Melissa McDaniel, Dennis Carpenter, Charleston Transitional  
Facility (CTF); Sally Mustered, C-U Autism Network; Jennifer  
Knapp, Jeanne Murray, Larissa Kramer, Dan Tortorelli, Linda  
Tortorelli, Vicki Niswander, Barb Buoy, Community Choices;  
Lynn Watson, Head Start; Tracy Parsons, Shandra Summerville,  
ACCESS Initiative of Champaign County; Sue Wittman,  
Community Elements (CE); Kim Woolridge, Down Syndrome  
Network (DSN); Sheila Krein, The Autism Project (TAP); Glenna  
Tharp, Persons Assuming Control of their Environment (PACE);  
Paula Vanier, Self-Advocate

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**CALL TO ORDER:**

Mr. Michael Smith called the meeting to order at 8:00 a.m.

**ROLL CALL:**

Roll call was taken and a quorum was present.

**ADDITIONS TO AGENDA:**

None.

**CITIZEN INPUT:**

Jennifer Knapp, Jeanne Murray, Larissa Kramer, Dan Tortorelli, Vicki Niswander and Paula Vanier encouraged Board members to consider funding the Community Choices Community Living Program.

**CHAMPAIGN COUNTY MENTAL HEALTH BOARD (CCMHB) INPUT:**

The CCMHB will meet later in the day.

**APPROVAL OF MINUTES:**

Minutes from the April 17, 2012 Board meeting were included in the packet.

**MOTION: Ms. Dill moved to approve the minutes from the April 17, 2012 Board meeting. Ms. Palencia seconded and the motion passed unanimously.**

**PRESIDENT'S COMMENTS:**

None.

**EXECUTIVE DIRECTOR'S REPORT:**

None.

**STAFF REPORT:**

Ms. Canfield's report was included in the Board packet.

**AGENCY INFORMATION:**

None.

**FINANCIAL INFORMATION:**

**Approval of Claims:**

A copy of the claims report was included in the Board packet.

**MOTION: Ms. Dill moved to accept the claims report as presented. Ms. Palencia seconded and the motion passed unanimously.**

**NEW BUSINESS:**

**Revised Memorandum of Understanding (MOU) with the CCMHB:**

A draft of the revised MOU was included in the Board packet for information only.

**PY13 Allocation Decisions:**

A Decision Memorandum was included in the Board packet. The purpose of the memorandum is to offer staff recommendations for FY13 (July 1, 2012 through June 30, 2013) funding allocations for the consideration of the Champaign County Developmental Disabilities Board (CCDDB). These recommendations are predicated on a thorough evaluation of applications using decision support criteria approved by the CCDDB in November 2011. Final funding decision authority rests with the CCDDB and their sole discretion and judgment concerning the most appropriate and efficacious use of available dollars based on assessment of community needs, best value, alignment with decision support criteria, pricing and affordability, and reasonable distribution of funds across disability areas.

The approved criteria delineated in the memorandum are to be used as guidance by the Board in assessing applications for CCDDB funding. However, they are not the sole considerations taken into account in finalizing funding decisions. Other considerations would include the judgment of the Board and its staff, opinion about the provider's ability to implement the program and services proposed, the soundness of the proposed methodologies, reasonableness of pricing and affordability of applications within the context of available dollars, and the administrative and fiscal capacity of the agency. Further, to be eligible to receive CCDDB funds, applications must reflect the goals and objectives stated in the Three Year Plan as well as the operating principles and public policy positions taken by the Board.

The final funding decisions rest with the CCDDB and their judgment concerning the most appropriate and efficacious use of available dollars based on assessment of community needs, equitable distribution across disability areas, and decision-support match up. The CCDDB allocation of funding is a complex task predicated on multiple variables. It is important to remember that our allocation process is not a request for proposals (RFP). Applicants for funding are not responding to a common set of specifications, but rather are applying for funding to address a wide variety of developmental disability service needs in our community. In many respects our job is significantly more difficult than simply conducting an RFP. Based on past experience, we can anticipate the nature and scope of applications will vary significantly. For this reason, a numerical rating/selection methodology is not applicable or relevant to our particular circumstances. Our focus is on what constitutes a best value to our community, based on a combination of cost and non-cost factors, and will reflect an integrated assessment of the relative merits of applications using criteria and priorities approved by the CCDDB.

**MOTION:** Ms. Dill moved to approve funding of \$12,000 as recommended for The Autism Society of Illinois – Champaign-Urbana Autism Network. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.

**MOTION:** Ms. Dill moved to approve funding of \$15,000 as recommended for Champaign County Down Syndrome Network. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.

**MOTION:** Ms. Dill moved to approve funding of \$41,675 as recommended for Champaign County Head Start/Early Head Start. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.

**MOTION:** Ms. Dill moved to approve funding of \$13,500 as recommended for Charleston Transitional Facility (CTF) – Nursing. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.

**MOTION:** Ms. Dill moved to approve funding of \$51,507 as recommended for Charleston Transitional Facility (CTF) – Residential. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.

**MOTION:** Ms. Dill moved to approve funding of \$30,000 as recommended for Community Choices, Inc. – Customized Employment. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.

**MOTION:** Ms. Dill moved to approve funding of \$20,000 for Community Choices, Inc. – Community Living. Ms. Palencia seconded the motion. A roll call vote was taken. Dill and Palencia voted aye. Smith voted nay. The motion passed.

**MOTION:** Ms. Dill moved to approve funding of \$35,000 for Community Elements, Inc. – Coordination of Services – DD/MI. Ms. Palencia seconded the motion. Dill and Palencia voted aye. Smith voted nay. The motion passed.

**MOTION:** Ms. Dill moved to approve funding of \$387,156 as recommended for Developmental Services Center – Family Development Center. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.

**MOTION: Ms. Dill moved to approve funding of \$419,555 as recommended for Developmental Services Center – Apartment Services. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**MOTION: Ms. Dill moved to approve funding of \$154,000 as recommended for Developmental Services Center – CILA. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**MOTION: Ms. Dill moved to approve funding of \$404,136 as recommended for Developmental Services Center – Client/Family Support Services. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**MOTION: Ms. Dill moved to approve funding of \$181,525 as recommended for Developmental Services Center – Clinical Services. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**MOTION: Ms. Dill moved to approve funding of \$1,200,447 as recommended for Developmental Services Center – Developmental Training and Employment Services. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**MOTION: Ms. Dill moved to approve funding of \$345,090 as recommended for Developmental Services Center – Individual and Family Support. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**MOTION: Ms. Dill moved to approve funding of \$15,000 for Developmental Services Center – Individual and Family Support Expansion. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**MOTION: Ms. Dill moved to approve funding of \$59,546 as recommended for Persons Assuming Control of Their Environment (PACE) – Opportunities for Independence. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**MOTION: Ms. Dill moved to authorize the executive director to implement contract maximum reductions as described in the “Special Notification Concerning FY13 Awards” section of the memorandum**

**(see below). Ms. Palencia seconded the motion. A voice vote was taken and all members voted aye. The motion passed unanimously.**

*Special Notification Concerning FY13 Awards*

*The recommendations in this decision memorandum are based on revenue estimates which will not be finalized until the CCDDDB budget is approved by the Champaign County Board in November 2012. For this reason all FY13 CCDDDB contracts shall be subject to possible reductions in contract maximums necessary to compensate for any CCDDDB revenue shortfall. These reductions shall be documented by contract amendment at the discretion of the CCDDDB executive director with every effort made to maintain the viability and integrity of contracts approved for funding. The FY13 contract boilerplate shall also include the following provision:*

*Obligations of the Board will cease immediately without penalty or further payment being required if in any fiscal year the tax that is levied, collected and paid into the Developmental Disabilities Fund is judged by the CCDDDB executive director not to be sufficient for payment as delineated in the terms and conditions under this Contract.*

**OLD BUSINESS:**

**CCMHB/CCDDDB Cultural Competence Plan Feedback:**

Ms. Shandra Summerville's comments on submitted plans were included in the Board packet for information only.

**Overview of Ligas v. Hamos:**

A copy of the PowerPoint presentation made by Tony Records, Monitor of the Ligas Implementation Plan was included in the Board packet for information only.

**Disability Resource Expo:**

A report from Ms. Barb Bressner was included in the packet.

**BOARD ANNOUNCEMENTS:**

None.

**ADJOURNMENT:**

The meeting adjourned at 9:10 a.m.

Respectfully Submitted by: Stephanie Howard-Gallo

*\*Minutes were approved at the 6/20/12 CCDDDB meeting.*